

MANAGEMENT MEMO

SUBJECT: APPLICATION FOR FEDERAL GRANTS	NUMBER: 96-13
	DATE ISSUED: 6/19/96
	EXPIRES: 6/19/99
REFERENCES: Management Memo 95-06	ISSUING AGENCY: Department of Finance

Consistent with Government Code Section 13326 and State Administrative Manual (SAM) Section 0911.21, requests for federal funds should be included and justified as part of the departmental budget request. Advance approval for application to the federal government is delegated to agencies/departments, except requests for federal funds for the following:

- 1) "new" activities not included in the budget,
- 2) activities which have been previously denied by the Administration or the Legislature, and
- 3) sensitive policy issues. The determination of a "sensitive policy" issue is at the discretion of the agency/department making the request for federal funds.

The form to be used to report a department's desire to apply for federal funds is the attached "Federal Grant Request". Agency approval must be obtained prior to submission to the Department of Finance (DOF), except that departments which do not report to an agency secretary should submit their requests directly to the DOF. Forms must be submitted to the DOF at least 10 working days prior to the federal deadline for application. Constitutional Officers, the University of California, and the California State University are not required to obtain approval.

Sections 0911.2 through 0911.5 of the SAM dealing with Federal Grant Requests will be revised to conform with these instructions.

Any questions regarding these instructions should be referred to the appropriate DOF Budget Analyst.



LaFENUS STANCELL
Chief Deputy Director
Department of Finance

Attachment

i:\wp\wrdindex\mgmtmemo\federal.doc

FEDERAL GRANT REQUEST

Date: _____

I. Department _____ II. Program _____

III. Grant Title _____ IV. Application Amount _____

V. Brief Description: (Please attach a copy of the federal register.) _____

VI. Budget Impact:	Yes	No
1. Is this a new activity not included in the budget?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has this activity ever been denied by the Administration or the Legislature?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is this a sensitive policy issue?	<input type="checkbox"/>	<input type="checkbox"/>

VII. If the answer to any of the above is yes, please explain below and send to DOF for approval.

VIII. Approvals:

Department Director Approval

Agency Secretary Approval

Department of Finance Approval

i:\wp\wrdindex\mgtmemo\federal.doc